

RFP ATTACHMENT V: COST PROPOSAL RESPONSE TEMPLATE

REQUEST FOR PROPOSALS FOR CITY BANKING AND CASH MANAGEMENT SERVICES

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Responses received under this RFP that fail to address each of the requested items in this Attachment V, Cost Proposal Response Template in sufficient and complete detail, will be deemed non-responsive and will not be considered. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (left blank) are not acceptable.

The City intends to award a contract to the Respondent that will provide the best overall Response to the City inclusive of qualifications and cost considerations. The City reserves the right to accept other than the lowest cost and to reject all responses that are not responsive to this RFP.

REMINDER (as stated in the RFP: Section VII, page 19)

The City’s preference is to **not** use the compensating balance method for paying any banking fees. Fees for all services shall be invoiced no less than once per quarter, preferably monthly. Fees shall NOT be deducted from any of the accounts of the City held by the bank.

All services provided by the bank shall be invoiced on the same, itemized invoice, if possible. Fees for any type of service shall not be included in, credited against, or deducted from a transaction amount.

All fees for services need to be detailed in RFP Attachment V, including fees for supplies, transactions, handling items, and exceptional matters. If the fee is not disclosed for a service, the bank shall be deemed as providing the service for free.

No Banking Fees of any type shall increase for a period of one (1) year from the date of initiating any Agreement for Service with the bank. If any fee increases without the express written consent of the City, the City shall have the option of terminating the banking relationship, upon which the bank shall immediately turn over to the City all funds on deposit, in any type of account or instrument, without any penalty of any kind, or any delay of any kind.

Full fee disclosure should be provided in the Fee Schedule that is part of RFP Attachment V. Quotes must be on or in the format of the forms provided. All information requested must be provided.

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BANK NAME: _____

DATE: _____

Please detail your institution's fee costs below.

<u>Service</u>	<u>Fee</u>
Depository account maintenance	\$_____monthly/Account
Concentration account maintenance	\$_____monthly/Account
ZBA account maintenance	\$_____monthly/Account
Movement of funds from other banks	\$_____each
Transfers between accounts within bank	\$_____each
Deposits posted	\$_____each
Deposit items posted:	
Encoded	\$_____each
Unencoded	\$_____each
Encoding machine fee	\$_____each
Deposit source reporting	\$_____each
Coin deposits	\$_____per hundred \$
Currency deposits	\$_____per hundred \$
Paid reconciliation tape	\$_____monthly/Account
Reconciliation of accounts	\$_____monthly/Account
Debits posted	\$_____each
Credits posted	\$_____each
Checks processed	\$_____each
ACH items:	
Collections	\$_____each
Payments	\$_____each
ACH tapes	\$_____each

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BANK NAME: _____

DATE: _____

Credit Card Payment Processing \$_____ each or ____ % of charge

Wires:

Incoming \$_____ each

Outgoing \$_____ each

Daily balance reporting \$_____ each

Stop Payments \$_____ each

NSF checks returned \$_____ each

Microfilmed cancelled checks \$_____ each

Serial-sorted cancelled checks \$_____ each

Date-sorted cancelled checks \$_____ each

Date-sorted items:

Debit and credit memos, direct ticket \$_____ each

Lock and storage bags \$_____ each

Copies of cancelled or deposited checks \$_____ each

Earning rate on collected balances _____ daily
_____ annually

Reserve requirement _____ percent

Data Transmission:

EFT \$_____ each

EDI \$_____ each

Foreign exchange fee \$_____ each

Research fee \$_____

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OTHER RELEVANT SERVICES

The City requests the services listed below. These items are in addition to other City banking and cash management needs as detailed in the RFP. The Respondent's Technical Proposal needs to address the banking and cash management services required by the City and as defined in RFP Section III: Description of City Bank Accounts and Section F: Investment, Banking and Other Services.

Instructions are provided in blue and may be deleted. Please complete your response in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format carefully and thoroughly (but concisely) address each section. Please ensure your response meets the Minimum Qualifications so that it will be evaluated.

BANK NAME: _____

DATE: _____

A. Collected Target Balance

The following three accounts (1) City Payroll Checking Account, (2) Parks and Recreation Checking Account, and (3) DPW/Traffic Division Checking Account sweep daily to the General Checking Account.

Each night these three accounts are brought to a zero balance by transfers to or from the General Account as needed to zero out. The General Account is required to maintain a collected target balance **(Respondents are to specify the amount).**

After the daily sweeps are made for these accounts, if the balance is more than the collected target balance, the surplus is transferred to the investment sweep account. If the collected target balance is less, then money is transferred from the Investment Sweep account to the General Account to maintain the target balance.

Respondent's Proposed Collected Target Balance: \$ _____

Does this allow for free Checking Services: Circle one: Yes No

Insert additional information here.

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DATE: _____

B. Free Checking Services

The City would like to know the minimum target balance needed in order to have free checking account services.

[Insert Response Here](#)

C. Timing re: Availability of Funds

It is important for Respondents to understand that deposits, ACH credits, and wire transfers shall be made available as soon as possible. The Bank shall include their schedule of availability in their proposal. Banks guaranteeing faster availability of funds will be considered more favorably in the evaluation process than those that do not. The bank shall guarantee that the funds automatically swept from accounts at the end of the business day shall be fully available at the beginning of the next business day.

[Insert Response Here](#)

D. Coin Deposits

The City asks that there be no courier charge for coin counting / bank processing services and that coin counting be completed and deposited within 2 business days of the bank's receipt of the coins.

[Insert Response Here.](#)

E. Other Relevant Services

Please list below, or on a separate page, charges for any other relevant services.

<u>Service</u>	<u>Fee</u>
_____	_____
_____	_____
_____	_____

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If any opportunity for further discounts exists, such as encoding and proofing our own deposits, please describe in further detail.

The bank cannot charge the City for any other services without prior approval. Any additional fees may not exceed the lowest fee charged to any of the bank's other customers.

The City will negotiate with the selected Respondent the bank fees and charges related to the provision of services.